COUNCIL OF CHIEF ACADEMIC OFFICERS
July 18, 2005, 1:00–4:00 EDT
CPE Offices, Conference Room A

MEETING SUMMARY

1. **Business Transfer Framework Signing**
   A memorandum of agreement that was signed by the chief academic officers of the state's
   public universities and the Kentucky Community and Technical College System streamlines
   the transfer process for the more than 300 KCTCS students who transfer into a business-
   related degree each fall. While informal agreements had previously been in place, the
   framework establishes a consistent standard across all Kentucky public colleges and
   universities. The business deans at Kentucky's public universities and KCTCS
   representatives worked with the Council staff over the past year to develop the framework to
   meet the needs of business transfer students. Remarks were made by Dr. Mike Carrell, dean
   of the College of Business at Northern Kentucky University, and Dr. Keith Bird, chancellor
   of KCTCS. For more information on existing transfer frameworks, visit the GoHigherKY
   Web site at http://gohigherky.org/Planning/transfer/transfer_framework.asp.

2. **The meeting summary from June 2, 2005, was approved.**

Discussion

3. **Accessibility of Electronically Delivered Instruction and Services**
   Dr. Cyndi Rowland, director of WebAIM, a national center on accessibility actively involved
   in the issues and challenges of compliance; Norb Ryan, state Americans with Disabilities Act
   coordinator; and Huda Melky, ADA and equal opportunity coordinator for Western
   Kentucky University, discussed the "Guidelines for the Accessibility of Electronically
   Delivered Instruction and Services" developed by the Governor's ADA Task Force on
   Postsecondary Education. The guidelines require that all electronically delivered
   postsecondary services and instruction (including Web sites, distance learning courses, Web-
   enhanced courses, and services such as online registration, Email, and grade distribution)
   comply with federal accessibility standards as required by Kentucky state law and that they
   appropriately incorporate best practices and emerging standards, such as the World Wide
   Web Content (W3C) Web Content Accessibility Guidelines.

4. **General Education Transfer Initiative**
   An update on the work of the General Education Task Force was presented by chair, Dr.
   Sandra Jordan, associate provost for institutional planning and assessment, Murray State
   University, and Dr. Philipp J. Kraemer, associate provost for undergraduate education,
   University of Kentucky. The group met June 24 to address the task force charge and prepare
   for the July 20-21 retreat. The charge of the task force is:

   > "The CCAO-appointed workgroup will research best practices on improving
   > liberal/general education for Kentucky students, develop draft plans for a

Kentucky initiative, and report back to the CCAO for review and discussion of the report this fall. The group will explore a foundation for general education upon which diverse models of a liberal arts curriculum across Kentucky institutions can be established that provide students the core competencies that all students need to be successful in a 21st century society. The report will address the need to move from (or supplement) a transfer framework based on courses and credits which restricts innovation to one based on competencies and correlated assessments that support and encourage innovation."

Goals identified by the workgroup at the June 24 meeting:

a) Identify, develop, and communicate best practices that increase the value, coherence, and intentionality of general education curricula.
b) Enhance the dialogue between institutions related to general education assessment to improve practices and augment accountability.

5. Remediation Study Results
Drafts of the state-level tables from the Mandatory Placement Study were presented. The study examines the 2002 entering cohort and follows students for their first two years of study. Topics include students' preparation level for college work, remedial course-taking patterns, and outcomes such as retention and GPA. Institutional level tables will be prepared for each institution and sent to institutions' IR offices for comment before wider release. A repeat of the workshop held at Somerset to discuss the results was recommended.
FOLLOW-UP: A revised version of Table 1 (where NKU and WKU were reversed) was distributed to the CCAO on July 19, 2005.

6. Trust Fund Guidelines and Performance Funding Indicators
On July 18, the Council approved the 2006-08 Special Initiative Funding Request Guidelines and Evaluation Criteria. The new guidelines stipulate that, "special funding requests must be submitted on a schedule developed by the Council staff." The Council staff has set Thursday, September 1, 2005, as the deadline for special initiative requests.

Guidelines for other funding programs (e.g., Stewardship of Place) are in development with a designated group of institutional representatives (list attached). Given timelines institutions should submit special initiative requests, including items that might later be appropriate for funding under the Stewardship or other funding programs.

Performance indicators are being defined for CCAO review by the "key indicator" group on which the CCAO has representation.

ACTION: Information on the Special Initiative Funding Request Guidelines and Evaluation Criteria were distributed to the CCAO on July 21, 2005.
ACTION: A distribution list of the institutional representatives to the Stewardship of Place Trust Fund Guidelines Development process is attached.
ACTION: A handout describing the trust funds and their allocation is attached.

7. **Program Productivity Summary Report**
   In preparation for collecting input on PPR outcomes, institutions received, reviewed, revised, and returned lists of programs closed and altered in the three rounds of Program Productivity Reviews. Corrected spreadsheets were sent to the CAOs for them to provide as much quantitative/qualitative data on the outcomes for each closed or altered program as possible and information on the broader impact of PPR across their institution and the state. **Responses to the request for information are due September 20th**.

8. **2006 Faculty Development Conference**
   The 2006 Faculty Development Conference will be held on May 24-25 (a Wednesday and Thursday) at the Marriott Griffin Gate in Lexington. The CCAO agreed to reallocate the distribution of the 300 participant slots funded by the Council. The original distribution, based solely on full-time faculty equivalents, resulted in some institutions having as few as four slots. The new allocation will give each of the eight public institutions and KCTCS ten slots each, with the remainder to be allocated based upon FTE. The CCAO also agreed to automatically pay for travel and lodging for presenters selected by the FDW presentation selection committee. In the past a list of selected presenters had been sent to the CAOs to get confirmation which slowed the registration process. It was noted that, in the six years of the conference, no presenter had been denied travel and lodging support by a CAO.

9. **Mission Parameters**
   As a result of discussions during the development of the mission parameters, the Council addressed the issue of the regional universities offering doctorates. State law allows the universities to offer doctorates in education (Ed.D.). The Council also determined that, for the regional universities to offer doctorates in other areas, legislative changes would be required.

10. **Use of Performance Indicators**
    Both the final Performance Indicators and their precise role in determining institutional funding have yet to be determined.

11. **CCAO Summer Retreat**
    Since little summer time is left, the CCAO will try to schedule the retreat in October. Dr. Burch will poll CCAO members for possible retreat dates.

12. **September Meeting Date/Time**
    The CCAO will plan to meet following the conclusion of the Governor's Trusteeship Conference in Louisville on Monday, September 19. This will probably include time for a joint meeting with independent college CAOs and the new head of SACS.

Updates

13. **CAS Implementation Status**
    The Council still has undistributed funds for CAS implementation. The University of Louisville is in discussions with PeopleSoft about how to correlate with CAS. KCTCS has moved responsibility for degree audits from IT to the chancellor's office which should

improve the opportunity for CAS implementation. WKU has purchased DARS which will facilitate participation in CAS. KSU and NKU have committed to link to CAS in the near future.

14. KEES Revision Process
Proposals for improvements to the KEES programs are being developed and will be distributed to the CCAO as they are ready for review and comment. It is anticipated the changes will be presented to the KHEAA board in October. Also, KDE has announced that its new SIS will allow it to provide KHEAA with information to verify KEES eligibility.

15. Educational Leadership Initiative
There are currently EPSB-led and CPE-convened groups discussing needs for revising educational leadership programs and expanding the availability of educational leadership degrees. CPE is working to get both groups together, the result might be having one group – led by EPSB.
ACTION: A list of members of the CPE-led group is attached.

16. Council Workgroups
The Council has established six policy workgroups for 2005-06:
a) Affordability Policy Group
b) Quality and Accountability Policy Group
c) Research, Economic Development, and Commercialization Policy Group
d) Funding Policy Group
e) Role of Board Members
f) Communication with Legislators and Public Officials Policy Group
Membership of the policy workgroups is listed at:
http://cpe.ky.gov/NR/rdonlyres/62681C4A-F51F-4EC7-B401-07E5CFEC9A69/0/20050718_CPEpolicygroups.pdf

17. Kentucky Campus Compact
An executive director is being sought. Letters of commitment from the institutions should be sent to KYCC. The Council is in communication with AIKCU to promote independent college membership in Campus Compact.

18. Teacher Quality Summit IV: October 24-25, 2005
The Council will co-sponsor the Teacher Quality Summit. TQ VI will be held October 24-25, 2005, in Louisville at the Brown Hotel.
ACTION: CCAO members were asked to submit names for representatives to serve on the coordinating/planning board for the meeting. This request was distributed to the CCAO on July 22, 2005.

19. New Council Website
The new Council Website was launched in July. The site is template based and uses the Microsoft Content Management System to provide greater efficiency and accessibility. The new site may be viewed at: http://cpe.ky.gov/ .

20. CATS/ACT Inconsistency

   After discussion about the correlation between CATS and ACT testing, it was decided the CCAO would develop a position paper for KDE to consider in its review of CATS testing. _ACTION: A draft position paper was distributed to the CCAO on July 22, 2005._

21. GEAR UP Results

   ACTION: An update on GEAR UP activities and progress was distributed to the CCAO.

   GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) Kentucky is part of an effort to prepare more Kentucky students for postsecondary education and is the only initiative the CPE administers that is focused on middle school students. GEAR UP Kentucky provides services to cohorts of seventh grade students and continues this support through their high school graduation. Program activities include coordinating an array of enrichment activities designed to support GEAR UP students; involving families in pre-college planning; providing supplemental scholarships; developing rigorous, college preparatory curricula in GEAR UP schools; and providing professional development to teachers. The GEAR UP state grant awarded to the Council in 2000 provided services to more than 18,000 Kentucky low-income students in 50 Kentucky middle and high schools over the last five years. Student achievement in these schools has significantly improved during that time. A few statistics:

- From 2000 to 2004, a higher percentage of students in GEAR UP Kentucky schools scored at proficient and distinguished in reading than the state average.
  - The rate of change in reading (8.14) for students in GEAR UP Kentucky schools was 28.5 percent greater than the state's rate of change in reading (5.82).

- From 2000 to 2004, more students in GEAR UP Kentucky schools decreased their scores at the Novice level in science, reading, and math than the state average.
  - The rate of change in science (7.48) for students in GEAR UP Kentucky schools was two percent greater than the state's rate of change in science (7.33).
  - The rate of change in reading (6.7) for students in GEAR UP Kentucky schools was 50.3 percent greater than the state's rate of change in reading (3.33).
  - The rate of change in math (7.13) for students in GEAR UP Kentucky schools was 12.6 percent greater than the state's rate of change in math (6.23).

- More students in GEAR UP Kentucky schools improved their Academic Index scores in reading and math than the state average.
  - The rate of change in reading (5.82) for students in GEAR UP Kentucky schools was 20.3 percent greater than the state's rate of change in reading (4.64).
  - The rate of change in math (6.16) for students in GEAR UP Kentucky schools was 6.2 percent greater than the state's rate of change in math (5.78).